

A.  
B.  
C.  
  
D.  
E.  
F.  
  
G.  
H.  
I.  
J.  
K.  
  
L.  
  
M.  
  
  
N.  
  
O.  
  
P.  
  
Q.  
R.  
S.  
T.  
U.  
V.  
  
W.  
  
X.  
Y.  
Z.  
AA.  
BB.  
CC.

<b>UNITED STATES BANKRUPTCY COURT</b>	
<b>EASTERN DISTRICT OF VIRGINIA</b>	
_____ <b>Division</b>	
<b>In re:</b> _____	Case Number: _____ - ____
_____	Chapter _____
Debtor(s)	
_____	Adversary Proceeding No. ____
Plaintiff(s)	
v.	
_____	
Defendant(s)	
<b>ORDER</b> _____	
<i>Text body of order.</i>	
Date: _____	_____
	U.S. Bankruptcy Judge
	Entered on Docket: _____
I ask for this:	
_____/s/ signature_____. <i>Attorney/Proponent Name</i>	
<i>Attorney/Proponent Address Line 1</i>	
<i>Attorney/Proponent Address Line 2</i>	
Virginia State Bar No. <u>Bar #</u> .	
<i>Attorney/Proponent Phone Number</i>	
Seen and (i.e. objected, consented) to:	
_____/s/ signature_____ (by <i>Proponent Name</i> with permission from <i>Endorsing Party's Name</i> based on [e.g., e-mail, FAX, etc.])	
<i>Endorsing Party's Name</i>	
<i>Endorsing Party's Address Line 1</i>	
<i>Endorsing Party's Address Line 2</i>	
Virginia State Bar No. <u>Bar #</u> (applicable)	
<i>Endorsing Party's Phone Number</i>	

DD.

Local Rule 9022-1(C) Certification

EE.

The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).

FF.

/s/ signature.

GG.

*Attorney Proponent Name*

HH. **PARTIES TO RECEIVE COPIES**

II. *Name of Party*

JJ. *Address Line 1*

KK. *Address Line 2*

LL. *Address Line 3*

MM *Additional Parties*

**NOTE:** Be sure you begin the list of parties to receive copies on a new page!

Line A:	Centered, Bold, CAPS: <b>“UNITED STATES BANKRUPTCY COURT”</b>
Line B:	Centered, Bold, CAPS: <b>“EASTERN DISTRICT OF VIRGINIA”</b>
Line C:	Centered, Bold: Division in which the case is pending. Example: <b>“Alexandria Division”</b>
Line D:	Left Margin: “In re: <i>Debtor’s Name (in CAPS)</i> ” Example: “In re: MICHAEL JONES”  Right Margin: “Case Number: <i>Case Number (including judge’s initials)</i> ” Example: “Case Number: 02-70483-DHA”
Line E:	Beneath Debtor’s Name in Line D: “ <i>Joint-Debtor’s Name (in CAPS)</i> ” Example: “PATRICIA JONES” Note: Applicable only in cases that have a joint-debtor.
Line F:	Beneath Debtor/Joint-Debtor’s Name: “Debtor(s)”  Right Margin: “Chapter <i>Chapter # of case</i> ” Example: “Chapter 13”
Line G:	Left Margin, CAPS: Name of plaintiff Example: “BEST BANK & TRUST” Note: add any additional plaintiffs beneath the first  Right Margin: “Adversary Proceeding Number: <i>Adversary Number</i> ” Example: “Adversary Proceeding Number: 02-6043” Note: Adversary Proceeding Number may be abbreviated to “APN”
Line H:	Beneath Last Listed Plaintiff: “Plaintiff(s)”
Line I:	Left Margin: “v.”
Line J:	Left Margin, CAPS: Name of defendant Example: “WILLIAM MORRIS” Note: add any additional defendants beneath the first
Line K:	Beneath Last Listed Defendant: “Defendant(s)”
Line L:	Centered, Bold, CAPS: <b>“ORDER <i>action to related document</i>”</b> Example: <b>“ORDER DENYING MOTION TO DISMISS COMPLAINT”</b>
Line M:	Left Margin: Text body of order.

Line N: Left Margin: “Date:\_\_\_\_\_”

Note: Do not fill in a date on the line.

Right Margin: “\_\_\_\_\_”  
U.S. Bankruptcy Judge

Line O: Right Margin and Beneath Judge’s Signature Line:

“Entered on Docket: \_\_\_\_\_”

Note: Do not fill in a date on the line.

Line P: Left Margin: “I ask for this:”

Line Q: Left Margin, Underlined: “/s/ name of proponent”

Example: “/s/ Richard Smith”

Note: the “/s/” designates that the typed name is a signature.

Line R: Left Margin: “*Typed Name of Proponent*”

Example: “Richard Smith”

Lines S-V: Left Margin: S: *Address Line 1*

T: *Address Line 2*

(*any additional address lines if needed*)

U: “Virginia State Bar No. *bar # here*”

Note: Applicable to only licensed attorneys.

V: *Phone Number*

Line W: Left Margin: *any additional endorsements, following the same guidelines as lines P—V. Note: “I ask for this:” line may be replaced to reflect proper endorsement—i.e. “Seen:”, “Seen and Agreed:”, “Seen and Objected to:”, etc.*

Line X: Left Margin, Underlined: “/s/ name of endorsing party” (by *Endorsing Party’s Name* based on [e.g. *e-mail, FAX, etc.*])

Example: “/s/ Robert Doe (by Richard Smith with permission from Robert Doe based on FAX)

Lines Y-CC: Left Margin: Y: “*Typed Name of Endorsing Party*”

Example: “Robert Doe”

Z: *Address Line 1*

AA: *Address Line 2*

(*any additional address lines, if needed*)

BB: “Virginia State Bar No. *bar #*” (*if applicable*)

CC: *Phone Number*

Line DD:	Centered, Underlined: <u>“Local Rule 9022-1(C) Certification”</u>
Line EE:	Left Margin: “The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).”
Line FF:	Left Margin, Underlined: <u>“/s/ <i>name of proponent</i>”</u> Example: <u>“/s/ Richard Smith”</u> Note: the “/s/” designates that the typed name is a signature.
Line GG:	Left Margin: <i>“Typed Name of Proponent”</i> Example: “Richard Smith”
Line HH:	New Page, Bold, CAPS: <b>“PARTIES TO RECEIVE COPIES”</b>
Lines II-LL:	Left Margin: II: <i>Name of Party</i> JJ: <i>Address Line 1</i> KK: <i>Address Line 2</i> LL: <i>Address Line 3 (if needed)</i> <i>(any additional address lines, if needed)</i>
Line MM:	Left Margin: <i>any additional parties to receive copies of the order, following the same guidelines as lines II-LL.</i>